WAWF Reference Guide for DTRA Vendors

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I. WAWF Overview

Introduction

Wide Area Workflow (WAWF) is a web-based application for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment related documentation in a paperless environment. Electronic invoicing reduces late payments and increases the efficiency and audit capability of submitting, accepting, and certifying invoices. WAWF is accessible to vendors and government users from virtually any computer with internet access. WAWF is free and only requires that users register for an account in order to access the system.

DoD Mandate for Electronic Invoicing

DFARS clause 252.232-7003, Electronic Submission of Payment Requests, mandates electronic invoicing. WAWF used to be one of three options listed in the clause for vendors to submit invoices electronically, but in March 2008, the clause was updated to mandate WAWF as the only approved electronic method. If this clause is included in the contract, then the vendor must submit invoices electronically. There are exceptions where regulations allow paper invoices, for example, contracts paid by government purchase card are excluded from the mandate for electronic invoicing. Please see the complete DFARS clause for additional information and exemptions.

DTRA Local Clause with WAWF instructions

To aid DTRA vendors with invoicing in WAWF, DTRA is including a local clause 252.232-9012, WIDE AREA WORK FLOW (WAWF) – RECEIPT AND ACCEPTANCE (RA) INSTRUCTIONS within all of its applicable contracts. This clause contains DTRA specific information on how to invoice in WAWF, such as invoice types and routing information. Vendors and government officials can contact the DTRA WAWF Team at 703-767-6840 or WAWFHelp@dtra.mil if any assistance is needed.

The Prompt Payment Act

The Prompt Payment Act ensures that the federal agencies pay for goods and services on time and requires the federal agencies to pay interest on late payments to vendors.

Prompt Payment Act requires:

- The Government to make payments on time.
- The Government to take discounts only when appropriate.
- The Government to pay interest penalties when payments are late.

II. WAWF Registration Instructions

Follow these steps to obtain access to WAWF. If someone else in your company already has WAWF access, go to step 7 to obtain your own account.

1. **Determine the designated Electronic Business Point of Contact (EB POC) for your company in the government's Central Contractor Registration (CCR) database.** The EB POC is the only authorized representative for your company that can activate your vendor profile in WAWF. Your company may have at most two EB POCs listed for each CAGE Code. To view your company's CCR profile, you can search the database at www.ccr.gov. Click the "Search CCR" link, enter your CAGE code or other search criteria and click "Submit." The EB POC information is listed at the bottom of the results screen.

   Adding or Changing the EB POC in the CCR Database

   - Go to www.ccr.gov and click on "Update or Renew Registration" option on the left menu.
   - Click on the "Continue" link and follow the directions provided.
   - For help to update your CCR account, contact the CCR Assistance Center at 888-227-2423 or 269-961-5757.

2. **The EB POC must submit a request to establish a Group in WAWF for your company. This step must be accomplished before you can register for a WAWF Login ID.** Some companies with multiple locations may have more than one CAGE Code and may need to set up a hierarchy structure, but most vendors will have just one CAGE Code. To establish a group for your CAGE Code in WAWF, the EB POC must call the WAWF Customer Support Center at 866-618-5988 (option 2), or send an email requesting CAGE Code activation in WAWF (please include "WAWF" in the subject line) to cscassig@csd.disa.mil. Include the name of your company and the CAGE Code(s). If you need immediate access for WAWF registration, please call rather than emailing your request. The one-time activation phone call will take approximately five minutes.

3. **Decide how many users will be accessing WAWF and designate a Group Administrator (optional).** Vendors with more than one person accessing WAWF should appoint at least one Group Administrator (GAM) to manage and activate users in the vendor's organization. The designated GAM may be the same person as the EB POC. If the GAM is not the EB POC, he must submit an official "appointment letter," signed by the EB POC to the Ogden Customer Support Center, listing CAGE code(s) under his/her span of authority. When registering for WAWF, a GAM must select the Group Administrator role. The Group Administrator's manual is available for review to all WAWF registered users under the Software Users Manual link within the WAWF application after logging into WAWF.

4. **Establish an Organizational E-Mail Address (optional).** WAWF sends status notifications about WAWF documents via e-mails. For example, WAWF sends e-mail confirmations when a vendor SUBMITS a document and when the government ACCEPTS or REJECTS the document. In order to receive status information about WAWF documents, vendors need to establish an organizational email address and determine who will have access to it. The e-mail address may be a "group" address, which may be accessible to multiple users on the vendor's side, for example, "wawf@companyname.com." Ensure that the organizational e-mail address is operational and can receive e-mails prior to registering it with the WAWF Customer Support Center. The GAM can change the organizational email address at any time as well as the WAWF Customer Support Center.

   Note: *If you do not set up an organizational e-mail address, WAWF will use the e-mail address of the first individual that self-registers from your CAGE Code as the default organizational e-mail address. If you are the only one submitting invoices through WAWF, you can use your own email address.*

5. **Determine if batch feeds for data input are necessary (optional)**. Vendors may submit documents via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) process if they have a large number of transactions and/or many line items per transaction. The WAWF FTP and EDI Guides are available in WAWF after logging in. The vendor MUST contact the WAWF Customer Service Center at 866-618-5988 to set up this process. They can assign a Joint Interoperability Test Center (JITC) technician to assist in testing your file layout(s).

6. **Set up the software on your computer.** Your computer will need software set up as specified under the "Setting Up Your Machine" link on the WAWF home page. Most likely, your computer is already configured properly for WAWF. If you have an in-house systems administrator that controls software on your machine, contact them for assistance.

   - Go to the WAWF website https://wawf.eb.mil/.
   - Click the link in the left column "About WAWF."
   - Click on the sub link for "Setting Up Your Machine" and follow the steps.

   Minimum System Requirements:

   - Operating System: Microsoft Windows 2000, XP SP2 or later, or Windows Vista (all versions)
   - Internet Browser: Internet Explorer (128 bit) Version 6.0 SP1 or later.
     NOT Supported: AOL, Mozilla, Firefox, Safar, Netscape.
   - Adobe Acrobat Reader 7.0.9 or later.

7. **Have all WAWF users complete the WAWF Self-Registration Form Online, starting with the GAM.** Users can self-register anytime after the EB POC establishes a group in WAWF for your CAGE Code and you configure your PC. Directions for the Self Registration process are also located on the WAWF production home page under the "Help" link at the center of the WAWF home page.

   On-line Self-Registration Procedures:

   1. Using your web browser, open the WAWF production web site https://wawf.eb.mil/. Scroll down and click on the 'Self Register' link.
   2. Once on the registration page, fill in the mandatory fields, "First Name," "Last Name," "Commercial Phone," "Email address," "Organization," and "Title."
   3. Select the radio button labeled "User ID and Password."
   4. Type in a User ID, which must be at least 8 characters long. (*Create your own.*)
   5. In the "Role" drop down menu, choose "Vendor."
   6. In the CAGE Code field, type your CAGE Code. Do not put anything in the "extension" field. (*Your CAGE code must already be activated by WAWF Customer Support.*)
   7. Comments and Attachments are optional.
   8. Review the information you have entered and click on the pen icon to edit if necessary.
   9. Finally, if everything on the screen is correct, scroll down and read the Standard Agreement Training. Then click on the check box for "Statement of Accountability" and click the "Register Now" button.
   10. You will receive a confirmation screen and then an email with the user ID you have just created.

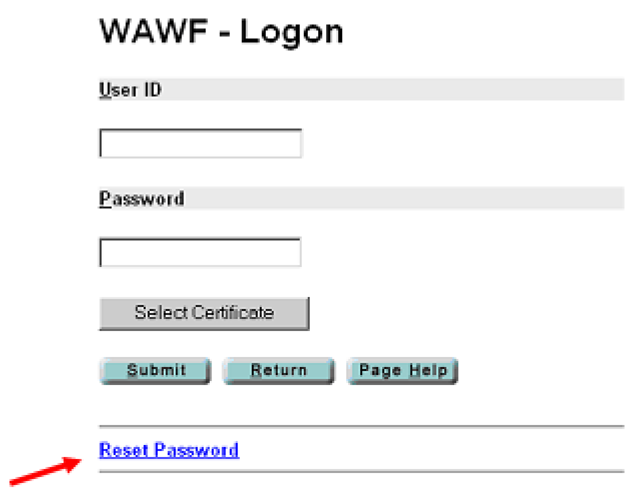
8. **The Group Administrator must request activation of his or her Login ID, and then activate all other users for your CAGE Code.** To do this, the GAM must call the WAWF Customer Support Center at 866-618-5988 (option 2) or send an email request to cscassig@csd.disa.mil requesting WAWF GAM login activation. Once the GAM is activated, he or she has administrative access in WAWF to activate/deactivate all users for your CAGE code. Instructions for activation/deactivation of other users are in the next section of this Vendor Guide.

   Note: *If you do not have a GAM for your CAGE code, the EB POC must contact the Customer Support to have each individual Login ID activated.*

9. **Change your password.** When an account is activated, the user will receive an email from WAWF–DISA Ogden Customer Support with a temporary password. If you do not receive an email with a temporary password, please call WAWF Customer Support at 866-618-5988 (option 2). All users will be directed to change their one-time password the first time they log into WAWF, after which they may begin using WAWF.

10. **Ongoing password maintenance**. Passwords expire every 60 days; Users will be notified via screen display and e-mail notification seven (7) days before their password will expire. All users can change their own passwords from the "Password Maintenance" link after logging in. If your password has already expired, you can reset your password from the WAWF home page at any time:

- Go to https://wawf.eb.mil
- Click on "Logon"
- Click the "Reset Password" link
- Fill in User ID
- Fill in Location Code (i.e. Cage Code)
- Click Submit
- A new one time password will be sent to the user's email address



III. WAWF Group Administrator Role (Optional)

The Group Administrator (GAM) maintains the account access for individual users in WAWF for their CAGE Code(s). The GAM should complete the self-registration and have his/her account activated before anyone else at the company. After the GAM is registered and activated, s/he can activate the rest of the users. After a user fills out the online Self Registration, the account request is emailed to the GAM. The GAM can also deactivate accounts for those who no longer need access to WAWF, look up user login IDs, and reset passwords. ***Note: all users have the ability to reset their own passwords from the WAWF login page as long as they know their login IDs and CAGE Code.***

First, Log Into WAWF as a Group Administrator:

1. Go to https://wawf.eb.mil.
2. Click on "Logon" to WAWF. Then, type in the User ID and Password and click "Submit."
3. Select the plus sign (+) next to the "Group Administrator" link on the left side of the screen.

To Change the Organizational Email:

1. Select the "Location Codes" link.
2. Choose the CAGE Code.
3. Click on "Email", and then type in the new organizational email.

To see all Group Administrators for your CAGE Code:

1. Select the "Group Lookup" link.
2. Type in CAGE Code for which you are inquiring.
3. The screen will display the GAM information in that group.

To Activate/Deactivate a WAWF User:

1. Select the "Activation" link. A list of fields will appear in a search screen. Enter at least one parameter on which you would like to query. It will display a table with the user data such as last name, first name, user ID, organizational role, user group, location code, active status, etc.
2. Click on the "Change Status" checkbox next to the user ID and role to activate/deactivate. You may activate/deactivate multiple users at one time.
3. Click "Submit". A message will appear that the Activation/ Deactivation was successful. The user will receive a notification email from WAWF. If the user was activated, the user can login with their one-time password provided in the email.

To Reset the Password For a WAWF User:

1. Select the ‘Reset Password’ link.
2. Enter the user’s login ID, and click “Continue.” *(Note: If you do not know the user’s login ID, you can find it ahead of time by clicking on the “User Information” sub-link on the left side of the screen. A list of fields will appear in a search screen. Enter at least one parameter you would like to query on, such as the user’s last name, and click “Continue.” The user’s information, including the login id, will be displayed.)*
3. Once you enter the user’s login ID, the Reset Password screen will appear, listing the profile information of the user. Verify that the user’s email address is correct and click the “Reset Password” button.
4. A message will appear that a one-time temporary password has been automatically generated and sent to the user’s email address listed in their user profile. The user can now log in and change the password.

IV. How to Create a Combo Invoice and Receiving Report

(For Firm-Fixed Price (FFP) contracts that include Supply deliverables.)

Creating an Combo

1. Go to WAWF at https://wawf.eb.mil

2. Click on "Logon" to WAWF. *(Note: Two message boxes will come up alerting the user that this is a DoD system and not to use the browser "back button.")* Click OK to both messages. Then type user ID and Password, click "Submit."

3. Click on the plus sign (+) next to the "Vendor" link on the left side of the screen to expand your sub-menu.

4. Click on the sub-link "Create New Document."

5. Type in contract number and if applicable, delivery order number.

6. Select the CAGE code for your company from the drop down box and click continue.

Note: DTRA started loading their contract into EDA in February 2008 and many older contracts are not in EDA. So you may receive a warning, "Contract data is not available in EDA…" Click OK to continue and double-check your contract number.

7. Enter the Pay DoDAAC (payment office location code found on first page of the contract). If the contract is in EDA, this field will be pre-populated for you. Verify that it is correct and click "Continue."

8. Click on the radio button for "Invoice and Receiving Report (Combo)." Next, select the inspection and acceptance locations. Please see contract for this information. Click "Continue."

9. *Optional: If you would like to create a new Combo (Invoice and Receiving Report) from a previously created Combo of the same contract number:*
   a. *Check the Template box.*
   b. *Choose if the original Combo is an "Active" or "Archived" Document.*
   c. *Type in the invoice and/or shipment number to copy from or leave blank to see a list of available documents.*
   d. *Click "Continue"*

   e. *Choose the radio button next to the Combo you would like to copy from.*
   f. *Click "Continue"*

10. Complete the mandatory fields for the following codes and click "Continue":
    If the fields are pre-populated, verify against the first page of the contract for accuracy.
    Issue DoDAAC
    Admin DoDAAC
    Ship to DoDAAC

11. Next, you will come to the Data Capture page which is divided into 8 tabs: *Header, Addresses, Discounts, Mark For, Comments, Line Item, Pack, and Misc. Amounts.* The minimum requirement is on the Header and Line Item tabs.

12. On the Header tab, type in the Shipment Number, Shipment Date, Invoice Number, and Invoice Date. (See Section VII for more on Shipment Number formatting.) You may use the calendar icon to select the date, but if entered manually, it must be in the following format (YYYY/MM/DD). *Do not forward date the invoice date. The invoice date must not be later than the current date.*

13. Unless the invoice is the <u>final invoice of the contract</u>, make sure the drop down menu is set to "N."

14. Next, click on the "Line Item" tab at the top of the page. Under the "Item No." heading (not "AAA"), click the icon under "Actions" to add a line item.

15. Type in the item number to invoice per contract (e.g. 0001 or 0001AA).

16. Type in the "Stock Part No.", and select the part type from the "Type" drop down menu (i.e.: "FS" for National Stock Number or "VP" for Vendor's Part Number). NOTE: If there is no stock part number then write the word "NONE" and choose "VP" from the "Type" drop down menu.

17. For the "Qty. Shipped" field, type in the total number of items shipped.

18. Unit is the two character abbreviation of the unit of measure listed in the contract. Sample abbreviations include EA=Each, LO=Lot, HR=Hours. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the WAWF screen.

19. Type in the unit price. No dollar sign ($) is needed, but you must enter a decimal point if there are cents in the unit price. *(See Section VII, #3 for ACRN information.)*

20. Complete the description for the line item.

21. Click on the "Save CLIN/SLIN" button. To add another line item, click on the lower icon under "Actions". Repeat this step for each line item.

22. *(Optional)* Click on the "Discounts" tab if you are offering a discount for payment earlier than the term of your contract. Discounts are applied at the document level (not line item level) and can be entered as a percentage <u>OR</u> amount. Complete the requested fields, and click the "Save Discount" button.

23. Click on the "Comments" tab if you would like to add any comments to your invoice and receiving report.

24. Click on the "Header" tab when all of the information has been entered.

25. Click on the "Create Document" button at the bottom of the Header tab. This will take the document out of edit mode and allow you to attach any documentation prior to submitting the invoice and receiving report.

Attaching Documentation:

1. If you need to attach any supporting documentation, click on the "Misc. Info" tab at the top of the page. The attachment specific buttons will appear on the right side of the page.
   Note: Each attachment cannot exceed the file size 2 MB. Also, the file name of the attachment cannot have any spaces or special characters (underscores are allowed).

2. Click on the action icon next to the "Attachments" drop down box.

3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.

4. Either double-click on the file name or click on the "Open" button.

5. Click “Continue.” Your attachment will appear in the “Attachments” drop down box. You may repeat these steps to attach additional documents. *Note: If you have problems attaching a document saved on a network, try saving it to your desktop before attaching it.*
6. Click on the “Header” tab when finished.

Final Steps for Submitting:

1. If, after reviewing the information, you notice an inaccuracy, click “Return” button on the Header tab. This will take you back to the data capture screen to make revisions.

2. Once the information is correct, click on the “Create Document” button on the Header tab. It will prepare the Invoice for submission.

3. To submit, click on the “Submit” button at the bottom of the page. Then, it will display the Receiving Report for your review. You may also add attachments to the receiving report by following the same directions as above. After reviewing the receiving report information for accuracy and adding any necessary documentation, click “Submit.” The invoice and receiving report have now been submitted for inspection/acceptance.

4. To send e-mail notifications to the government project manager, Contracting Officer’s Representative (COR), or WAWF Acceptor, click on the “Send More Email Notifications” link. Enter the email address in the spaces provided and click “Submit.”

Note: After entering an email address for the first time, that email address will be saved at the top of this page (like an address book) for this contract number. Next time, you will only need to select the “Send” radio button next to the correct email address and click “Submit.”

5. If additional invoices or receiving reports are to be created, click on the “Return” button. This will take you back to the initial WAWF input screen.

NOTE: If you submit a Combo invoice and receiving report and it’s accepted for a partial amount, you will need to re-invoice for the remaining quantity.

V. How to Create a 2-in-1 Invoice

(For Firm-Fixed Price (FFP) Services contracts.)

Creating a 2-in-1 Invoice

1. Go to WAWF at https://wawf.eb.mil.

2. Click on "Logon" to WAWF. *(Note: Two message boxes will come up alerting the user that this is a DoD system and not to use the browser "back button.")* Click OK to both messages. Then type user ID and Password, click "Submit."

3. Click on the plus sign (+) next to the "Vendor" link on the left side of the screen to expand your sub-menu.

4. Click on the sub-link "Create New Document."

5. Type in the contract number and if applicable, delivery order number.

6. Select the CAGE code for your company from the drop down box and click continue.

Note: DTRA started loading their contract into EDA in February 2008 and many older contracts are not in EDA. So you may receive a warning, "Contract data is not available in EDA…" Click OK to continue and double-check your contract number.

7. Enter the Pay DoDAAC (payment office location code found on first page of the contract). If the contract is in EDA, this field will be pre-populated for you. Verify that it is correct and click "Continue."

8. Click on the radio button for "Invoice as 2-in-1 (Services Only)", and click "Continue."

9. *Optional: If you would like to create a new 2-in-1 Invoice from a previously created 2-in-1 of the same contract number:*
   a. *Check the Template box.*
   b. *Choose if the original 2-in-1Invoice is an "Active" or "Archived" Document.*
   c. *Type in the original invoice number to copy from or leave blank to see a list of available documents.*
   d. *Click "Continue".*
   e. *Choose the radio button next to the 2-in-1 Invoice from which you would like to copy from.*

f. Click "Continue"

10. Complete the mandatory fields for the following codes and click "Continue":
    If the fields are pre-populated, verify against the first page of the contract for accuracy
    Issue DoDAAC
    Admin DoDAAC
    Service Acceptor DoDAAC

11. Next, you will come to the Data Capture page which is divided into 6 tabs: *Header, Addresses, Discounts, Comments, Line Item, and Misc. Amounts.*

12. On the Header tab, type in the Shipment Number, Shipment Date, Invoice Number, and Invoice Date. (See Section VII for more on Shipment Number formatting.) You may use the calendar icon to select the date, but if entered manually, it must be in the following format (YYYY/MM/DD). *Do not forward date the invoice date. The invoice date must not be later than the current date.*

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13. Unless the invoice is the final invoice of the contract, make sure the drop down menu is set to "N."

14. Next, click on the "Line Item" tab at the top of the page. Under the "Item No." heading (not "AAA"), click the icon under "Actions" to add a line item.

15. Enter the item number to invoice per contract (e.g. 0001 or 0001AA).

16. Type in "None" in the "Stock Part No." and select "VP" from the "Type" drop down menu.

17. For the "Qty. Shipped" field, type in the total number of hours, days, etc. (as stated in the contract)

18. Unit is the two character abbreviation of the unit of measure listed in the contract. Sample abbreviations include EA=Each, LO=Lot, HR=Hours. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the WAWF screen.

19. Type in the unit price. No dollar sign ($) is needed, but you must enter a decimal point if there are cents in the unit price. *(See Section VII, #3 for ACRN information.)*

20. Complete the description for the CLIN/SLIN.

*** *It is important to enter the Period of Performance for the services being invoiced.* ***

21. Click on the “Save CLIN/SLIN” button at the bottom of this page. To add another line item, click on the lower icon under “Actions”. Repeat this step for each line item.

22. *(Optional)* Click on the “Discounts” tab if you are offering a discount for payment earlier than the term of your contract. Discounts are applied at the document level (not line item level) and can be entered as a percentage <u>OR</u> amount. Complete the requested fields, and click the “Save Discount” button.

23. Click the “Comments” tab if you would like to add any comments to your invoice.

24. Click on the “Header” tab when all of the information has been entered. Click on the “Create Document” button at the bottom of the Header tab. This will take the document out of edit mode and allow you to attach any documentation prior to submitting the invoice.

Attaching Documentation:

1. If you wish to attach supporting documentation (i.e. timesheets, expense receipts, etc.), click on the “Misc. Info” tab at the top of the page. The attachment specific buttons will appear on the right side of the page.
   Note: Each attachment cannot exceed the file size 2 MB. Also, the file name of the attachment cannot have any spaces or special characters (underscores are allowed).

2. Click on the action icon next to the “Attachments” drop down box.

3. Click on the “Browse” button on the Attachments page. Select the file you wish to attach.

4. Either double-click on the file name or click on the “Open” button.

5. Click “Continue.” Your attachment will appear in the “Attachments” drop down box. You may repeat these steps to attach additional documents. *Note: If you have problems attaching a document saved on a network, try saving it to your desktop before attaching it.*

6. Click on the “Header” tab when finished.

Final Steps before Submitting:

1. If, after reviewing the invoice information, you notice an inaccuracy, click “Return” button on the Header tab. This will take you back to the data capture screen to make revisions.

2. Once the information is correct, click on the “Create Document” button on the Header tab. It will prepare the Invoice for submission.

3. Click on the “Submit” button at the bottom of the page. This will submit the invoice for inspection/ acceptance.

4. To send e-mail notifications to the government project manager, Contracting Officer’s Representative (COR), or WAWF Acceptor, click on the “Send More Email Notifications” link. Enter the email address in the spaces provided and click “Submit.”

Note: After entering an email address for the first time, that email address will be saved at the top of this page (like an address book) for this contract number. Next time, you will only need to select the “Send” radio button next to the correct email addres and click “Submit.”

5. If additional invoices are to be created, click on the “Return” button. This will take you back to the initial WAWF input screen.

VI. How to Create a Cost Voucher

(For Cost Reimbursable type contracts, including Time and Material (T&M) and Labor Hour (LH) contracts.)

Creating a Cost Voucher

1. Go to WAWF at https://wawf.eb.mil.

2. Click on "Logon" to WAWF. *(Note: Two message boxes will come up alerting the user that this is a DoD system and not to use the browser "back button.")* Click OK to both messages. Then type user ID and Password, click "Submit."

3. Click on the plus sign (+) next to the "Vendor" link on the left side of the screen to expand your sub-menu.

4. Click on the sub-link "Create New Document."

5. Type in the contract number and if applicable, delivery order number.

6. Select the CAGE code for your company from the drop down box and click continue.

Note: DTRA started loading their contract into EDA in February 2008 and many older contracts are not in EDA. So you may receive a warning, "Contract data is not available in EDA…" Click OK to continue and double-check your contract numbee.

7. Enter the Pay DoDAAC (payment office location code found on first page of the contract). If the contract is in EDA, this field will be pre-populated for you. Verify that it is correct and click "Continue.

8. Click on the radio button for "Cost Voucher", and set the Final Voucher drop down menu at "N" unless you are creating the final voucher for the contract. Click "Continue."

9. *Optional: If you would like to create a new Cost Voucher from a previously created cost voucher of the same contract number:*
    a. *Check the Template box.*
    b. *Choose if the original Cost Voucher is an "Active" or "Archived" Document.*
    c. *Type in the original voucher number to copy from or leave blank to see a list of available documents.*
    d. *Click "Continue".*

e. *Choose the radio button next to the Cost Voucher from which you would like to copy from and click "Continue".*

10. Complete the mandatory fields for the following codes and click "Continue":
    If the fields are pre-populated, verify against the first page of the contract for accuracy.
    Issue DoDAAC
    Admin DoDAAC
    DCAA Auditor DoDAAC (Only code not in the contract, but stays constant per CAGE code – go to www.dcaa.mil to look up your audit office.)
    Service Approver DoDAAC

11. Next, you will come to the Data Capture page which is divided into 6 "tabs" *Header, Addresses, Discounts, Comments, Line Item, and Misc. Amounts.*

12. On the Header tab, type in the Voucher No., Voucher Date, Service Start Date, and Service End Date. (See Section VII for more on Voucher Number formatting.) You may use the calendar icon to select the date, but if entered manually, it must be in the following format (YYYY/MM/DD).

13. Next, click on the "Line Item" tab at the top of the page. Under the "Item No." heading (not "AAA"), click the icon under "Actions" to add a line item.

14. Enter the item number to invoice per contract (e.g. 0001 or 0001AA).

15. Type in the "Stock Part No.", and select the part type from the "Type" drop down menu (i.e.: "FS" for National Stock Number or "VP" for Vendor's Part Number). NOTE: If there is no "stock part number", then write the word "NONE" and choose "VP" from the "Type" drop down menu.

16. For the "Qty. Shipped" field, enter the total number of hours, days, etc. (as stated in the contract.) For most cost type line items on DTRA contracts, quantity of 1 and Unit of LO will suffice.

17. Unit is the two character abbreviation on the unit of measure listed in the contract. Sample abbreviations include EA=Each, LO=Lot, HR=Hours. If U.S. Dollars is listed, enter LO for Lot instead. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the page.

18. Type in unit price. No dollar sign ($) is needed, but you must enter a decimal point if there are cents in the unit price. *(See Section VII, #3 for ACRN information.)*

19. Complete the description for the CLIN/SLIN. Be as descriptive as possible.

20. Click the “Save CLIN/SLIN” button. To add another line item, click on the lower icon under “Actions”. Repeat this step for each line item.

21. *(Optional)* Click on the “Discounts” tab if you are offering a discount for payment earlier than the term of your contract. Discounts are applied at the document level (not line item level) and can be entered as a percentage <u>OR</u> amount. Complete the requested fields, and click the “Save Discount” button.

22. Click on the “Comments” tab if you would like to add any comments to your cost voucher.

23. Click the “Header” tab when all of the information has been entered. Click on the “Create Document” button at the bottom of the Header tab. This will take the document out of edit mode and allow you to attach any documentation prior to submitting the cost voucher.

Attaching Documentation:

1. If you wish to attach supporting documentation (e.g. cumulative cost worksheet), click on the “Misc. Info” tab at the top of the page. The attachment specific buttons will appear on the right side of the page.
   Note: Each attachment cannot exceed the file size 2 MB. Also, the file name of the attachment cannot have any spaces or special characters (underscores are allowed).

2. Click on the action icon next to the “Attachments” drop down box.

3. Click on the “Browse” button on the Attachments page. Select the file you wish to attach.

4. Either double-click on the file name or click on the “Open” button.

5. Click “Continue.” Your attachment will appear in the “Attachments” drop down box. Repeat these steps to attach additional documents. *Note: If you have problems attaching a document saved on a network, try saving it to your desktop before attaching it.*

6. Click on the “Header” tab to when finished.

Final Steps before Submitting:

1. If, after reviewing the information, you notice an inaccuracy, click "Return" button on the Header tab. This will take you back to the data capture screen to make revisions.

2. Once the information is correct, click on the "Create Document" button on the Header tab. It will prepare the voucher for submission. Click on the "Submit" button at the bottom of the page. This will submit the voucher for inspection/ acceptance.

3. To send e-mail notifications to the government project manager or Contracting Officer's Representative (COR), click on the "Send More Email Notifications" link. Enter the email address in the spaces provided and click "Submit."

Note: After entering an email address for the first time, that email address will be saved at the top of this page (like an address book) for this contract number. Next time, you will only need to select the "Send" radio button next to the correct email address.

4. If additional vouchers are to be created, click on the "Return" button. This will take you back to the initial WAWF input screen.

VII. Additional Requirements for Entering a MOCAS System Paid Invoice

1. The vendor will need to enter a Shipment (or Voucher) Number in a specific format.
   a. The correct format for a shipment number for MOCAS invoices is AAAXNNN where A = alpha, X = alphanumeric and N = numeric characters, followed by a "Z" suffix if it is a final invoice. (e.g. SER0001, BVN0002Z, SERA003)
   Important: Only use a letter in the 4th position when there are more than 9999 shipments/invoices. Never use letters "I" and "O" in the 4th position.
   b. WAWF will affix the prefix "SER" for 2-in-1 invoices and prefix "BVN" for cost vouchers to the Shipment (or Voucher) Number fields. For Combo documents, the vendor may enter their own three letter prefixes. Many vendors choose to use the abbreviations of their company name (e.g. IBM0001, BAH0002, ATT0003).
   c. The numeric characters should be entered sequentially. We recommend entering SER0001 for the first invoice, SER0002 for the second, and so on. You may start the sequence over for each delivery order or contract.

2. If a FFP contract contains 1 "Lot" as the quantity and unit, and that line item needs to be invoiced more than once:
   *** You must enter the quantity of 0 (Zero) for all interim invoices. On the final invoice, the quantity of 1 should be entered. ***

3. It is recommended to cite the Accounting Classification Reference Number (ACRN) on invoices with multiple ACRNs (lines of accounting) per line item. To enter multiple ACRNs:

   a. In the "Line Item" tab, click on the lower action icon to add the line items.
   b. Complete the "Add CLIN/SLIN" screen, but do not click on the "Save CLIN/SLIN" button yet.
   c. Click on the "ACRN" tab at the top of the screen.
   d. Click the icon under Action.
   e. Enter at least one ACRN and the amount for the line item listed.
   f. Click the save icon. Add more ACRNs as needed. CLIN amount must equal the sum of the ACRN amounts.
   g. When completed, click on the "CLIN/SLIN" tab at the top of the screen.
   h. Select "Save CLIN/SLIN" button.

VIII. How to Resubmit or Void a Rejected Invoice or Receiving Report

1. Log into WAWF and click on the plus sign (+) next to the "Vendor" link on the left side of the screen.
2. Click on the sub-link "Access Rejected Invoices" for invoices/vouchers or the "Access Rejected Receiving Reports" for receiving reports.
3. Choose the CAGE code and fill in other search criteria (such as the contract number) as needed to locate the rejected document.

To correct DoDAACs:

4. Under the column titled "Change DODAAC," select **"Yes"**
5. When the DODAAC fields appear, correct the incorrect data and click on the "Continue" button.
6. Update any other data as necessary and click on the "Header" tab when completed.
7. Click on the "Create Document" button on the Header tab.
8. Attach attachments in the "Misc. Info" tab as necessary.
9. When all of the corrections are made, click "Submit" at the bottom of the "Header" tab.

To correct items other than the DoDAAC fields (such as the line item information or attachments):

4. Under the "Resubmit?" column, select your invoice or receiving report number.
5. To correct line item information, click on the "Line Item" tab and then click on the "Edit Line Item" icon under "Actions."
6. Correct the incorrect data and click on the "Save CLIN/SLIN" button.
7. Update any other data as necessary (Discounts, Comments, etc.) and click on the "Create Document" button on the "Header" tab.
8. Attach attachments in the "Misc. Info" tab as necessary.
9. When all of the corrections are made, click "Submit" at the bottom of the "Header" tab.

If your document was rejected because of incorrect Contract Number, Invoice/Voucher Number, Shipment Number, Shipment Date, Invoice Date, or Issue Date, you will have to void the invoice and/or receiving report and create a new document in WAWF.

To VOID your rejected document:

1. Log into WAWF and click on the plus sign (+) next to the "Vendor" link on the left side of the screen.

2. Click on the sub-link for "Access Rejected Invoices" for invoices/vouchers or "Access Rejected Receiving Reports" for receiving reports.
3. Choose the CAGE code and fill in other search criteria as needed to locate the rejected document.
4. Under the column titled "Void?" select the **"V"** link to void the document.
5. When the warning window appears, click "OK".

If your document has not been rejected yet, but you need to correct it – you can recall and correct a document if it is in Submitted or Resubmitted status:

1. Log into WAWF and click on the plus sign (+) next to the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "View Vendor Documents."
3. Select the CAGE code and fill in other search criteria as needed to locate the document.
4. If your document is in Submitted or Resubmitted status, you will see **"R"** link under the columns "Recall RR" and "Recall Invoice."
5. Click on the **"R"** link in the "Recall RR" column to open the receiving report or **"R"** link in the "Recall Invoice" to open the invoice/voucher in an editable mode.
6. Make your changes, and click the "Header" tab to "Create Document" and then "Submit."

IX. Monitoring Submitted WAWF Invoices and Receiving Reports

Looking up WAWF Documents:

1. Log into WAWF at https://wawf.eb.mil and click on the plus sign (+) next to the "Vendor" link on the left side of the screen.
2. Click on the sub-link for "View Vendor Documents."
3. Choose your company's CAGE code from the "Select Location Code" drop-down list. This is the only mandatory field to search, but entering the contract number is recommended.
4. The default search will pull up documents created in the last 30 days. If you are searching for a document older than 30 days, edit the date range in the Create Date fields.
5. The default search will pull up documents in the "Active" folder, which includes all documents less than 90 days old and any documents older than 90 days old that are not in Processed or Void status. Occasionally, you may need to search for a processed document that is older than 90 days. In that case, change the "Active Documents" selection to "Archived Documents."
6. You may also enter additional search criteria to narrow your query, such as Contract Number, Invoice Number, Shipment Number, or Document Status.
7. Documents may have the following statuses in WAWF:

    - **Submitted** – The Vendor has submitted the document and no government official has taken action on it yet.
    - **Resubmitted** – The Vendor has resubmitted the document.
    - **Rejected** – Inspector, Acceptor, or Pay Office (DFAS) has rejected the document.
    - **Inspected –** The Inspector has inspected the document but not yet accepted it.
    - **Accepted –** The Acceptor has accepted the document but has not processed it to DFAS.
    - **Processed –** The Acceptor has processed the document and sent it to DFAS for payment.
    - **Hold** – Inspector, Acceptor, or DFAS has placed the document on hold.
    - **Suspended** – The invoice has been sent to DFAS, but there is an error and the DFAS Pay Official will need to take action on the invoice.
    - **Void** – The Vendor has voided the document.

8. In the Vendor Documents folder, the type of invoice, CAGE code, contract number, delivery order number, shipment number, invoice number, document statuses, and amount of each document are listed, as well as the date that the invoice or receiving report was submitted and accepted.

9. You may also see links with an **"R"** or a **"V"** which allow you to Recall or Void documents.

10. Click on the invoice or shipment number that you would like to view or click the "Return" button to go back to the Search screen.

11. When you click the invoice number, the invoice screen will be displayed. The invoice will have all the data elements that were entered by the vendor.

12. If you click the shipment number of a Combo invoice, the receiving report will be displayed. The receiving report will have all the data elements that were entered by the vendor. If the receiving report has already been accepted, the "Quantities Accepted" will be filled in on the Line Item tab (for Combo RR only) and the Date Received and Acceptance Date will both be filled in on the Header tab.

13. To view the history of the document, click on the "Misc. Info" tab. The audit trail with date and time stamps of those who have taken action on the document can be viewed, as well as any comments entered by the vendor, government users, or payment officials.

X. Issuing Credits to DFAS for Invoice Overpayments

Returning Overpayments to Mechanization of Contract Administration Services (MOCAS)

DTRA uses the MOCAS system at DFAS Columbus for contractual payments. When the vendor has been overpaid, refund to the government is required. Vendors must include detailed information when returning funds to the Government in order to adjust their proper accounts. The checks must be made payable to the Finance and Accounting Office.

To ensure that all payments received by DFAS Columbus will be credited to the correct account and the debt will be properly offset, the following information should accompany all checks and/or correspondence:

- Contract number
- Delivery order number (if applicable)
- Include the Shipment/Voucher number and Invoice number
- Contract Line Item Number (CLIN) (if applicable)
- Accounting Classification Reference Number (ACRN) (if applicable)
- Payment system from which overpayment was received (if known)
- Point of contact information (name, phone, etc.) at which we may contact you
- Copy of demand letter (if issued)
- Copy of remittance advice (if available)
- Treasury check number, date, and amount (when available)
- Any other useful information that may be helpful in identifying the correct account for the deposit of funds

Send refunds to the following addresses depending on the type of mail service.

Regular Mail:

Defense Finance and Accounting Service - Columbus Center
DFAS-JDCBB/CO
P.O. Box 182204
Columbus, OH 43218-2204

Express and FedEx:

Defense Finance and Accounting Service - Columbus Center
DFAS-JDCBB/CO
3990 E. Broad Street
Building 21
Columbus, OH 43213-1152

Electronic Funds Transfer (EFT) Payments:

Via the Automated CAS Collection System (ACCS)
To submit an electronic payment, please access

https://www.pay.gov/paygov/ and follow the steps provided.

XI. Additional Information and Links

- **WAWF Production Site:**
  Website: https://wawf.eb.mil

- **WAWF Practice Site:**
  Website: https://wawftraining.eb.mil

- **Web-based Training Site:**
  Website: http://www.wawftraining.com

- **WAWF Customer Support/DISA Ogden Help Desk:**
  Phone: (866) 618-5988
  Phone: (801) 605-7095
  Email: cscassig@csd.disa.mil

- **DTRA WAWF Vendor Website for WAWF Quick Reference Guides:**
  http://www.dtra.mil/Business/DoingBusiness/WAWF.aspx

- **DTRA WAWF Assistance:**
  Phone: (703) 767-6840
  Email: wawfhelp@dtra.mil

- **Central Contractor Registry (CCR):**
  Phone: (888) 227-2423
  Website: http://www.ccr.gov

- **DFAS Columbus (To check invoice payment status):**
  Phone: (800) 756-4571
  myInvoice: https://myinvoice.csd.disa.mil/

  The myInvoice website allows for vendors to query for the status of their invoice:
  - Vendors may register on-line and be granted access to the myInvoice system if their registration information matches their company information in the CCR, limiting vendors to a view of their own data as defined by their CAGE/DUNS/TIN combinations
  - Email Advice of Payment (AOP): Vendors will have the option during registration to select the AOP feature, which will notify them when an Invoice is paid, and provide a link to the AOP Web page.
  - Please note that the invoice status will be available in myInvoice **after** the invoice has been sent to DFAS ("Processed" status in WAWF).